

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JUNE 10, 2004
8:30 A.M.**

Commissioners Present: Ray Stevens, Chair
Larry Hudkins, Vice Chair
Bernie Heier
Bob Workman
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Kristy Mundt, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:37 a.m.

AGENDA ITEM

1 APPROVAL OF THE STAFF MEETING MINUTES OF JUNE 3, 2004 AND DEPARTMENTAL BUDGET HEARINGS OF MAY 27, 2004 AND JUNE 1, 2004

MOTION: Hudkins moved and Schorr seconded approval of the Staff Meeting minutes of June 3, 2004 and Departmental Budget Hearings of May 27, 2004 and June 1, 2004. Hudkins, Heier, Schorr, Workman and Stevens voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Rural Address Signs
- B. Commissioners Award of Excellence Funding

MOTION: Hudkins moved and Heier seconded approval of the additions to the agenda. Hudkins, Heier, Schorr, Stevens and Workman voted aye. Motion carried.

3 COMMISSIONER MEETING REPORTS

A. Parks & Recreation Advisory Committee - Schorr

No report.

B. Joint Budget Committee (JBC) - Stevens, Workman

Stevens said funding applications and recommendations were reviewed. Funding was held to a 3% increase.

Stevens also reported on the status of DayWatch and said part of its funding was withheld because DayWatch was not fulfilling the terms of its contract.

C. General Assistance (GA) Monitoring Committee - Stevens, Schorr

Schorr said discussion focused on moving the program under the County Veterans Service. A salary adjustment was suggested for the County Veterans Service Officer and Assistant County Veterans Service Officer, in recognition of their increased responsibilities.

D. Monthly Meeting of Public Building Commission (PBC) Chair, Vice Chair and Mayor - Hudkins

Hudkins said the City has renewed its request to finish the third floor of the County-City Building. He said another District Court judgeship is proposed which would necessitate an additional courtroom in the Justice and Law Enforcement Center.

Heier said he believes the Juvenile Court should be moved to the Lancaster County Youth Services Center which would free up space in the Justice and Law Enforcement Center.

E. Public Building Commission - Hudkins, Workman

Hudkins noted a decision to create a task force to look at the issue of paid employee parking and said the Public Building Commission has asked the Personnel Director to review the ramifications before appointment of task force members.

Workman said flat screen monitors will be placed on the dais in the City Council/County Commissioners Hearing Room, on a trial basis. New chairs were also selected.

F. Air Pollution Advisory Board - Hudkins

Hudkins said a road contractor was cited for a violation.

G. Board of Health Meeting - Hudkins

Hudkins said the architect has requested additional time to prepare an estimate of costs for the Lincoln-Lancaster County Health Department's expansion project.

4 BUDGET WORKING SESSION - Dave Kroeker, Budget & Fiscal Officer

A. County Assessor's Budget

Dave Kroeker, Budget & Fiscal Officer, said the \$26,816 increase in Object Code (1054) Temporary Salaries includes a \$10,000 transfer from Object Code 1053 (Regular Salaries).

Norm Agena, County Assessor/Register of Deeds, appeared and addressed what he believes are misconceptions related to the merger of the County Assessor and Register of Deeds' Offices and the Chief Administrative Deputy Assessor/Register of Deeds's position.

Agena addressed the budget and said the increase in Personal Services is partly attributable to: 1) Reclassification of positions as a result of the merger; and 2) Reinstatement of Post Employment Health Plan (PEHP) benefits for unclassified employees (70% of his staff is in the unclassified service). He said a \$35,000 computer request (initially shown as \$30,000) will be transferred to the Microcomputer Fund Budget. Agena gave an overview of the appraisal staff's education requirements and said he has been working with the Property Tax Administrator to change requirements and to schedule training in Lincoln, which would reduce education and travel expenses. Conversion would take at least a year and would not impact this year's budget.

Schorr requested an explanation of the \$15,000 requested amount in Object Code 4201 (Vehicles).

Agena distributed copies of Lancaster County Assessor's Office Fleet Vehicles 04/05 (Exhibit A) and explained plans to purchase four or five surplus vehicles from the Lincoln Police Department (LPD).

Hudkins noted only three of the vehicles in the fleet are high mileage.

Agena said age and maintenance costs are the determining factors, not mileage.

NOTE: The budget documents are included in Proposed Budget FY05 (on file in the County Clerk's Office).

5 INSURANCE RENEWALS - Sue Eckley, Workers' Compensation & Risk Management Manager; Tom Champoux, UNICO Group, Inc.

Tom Champoux, UNICO Group, Inc., reported on a recent site visit by representatives of The St. Paul Travelers Companies (business insurer) and said the company has expressed interest in the County's business and indicated a willingness to offer self-insured retention up to \$1 million. Pricing of \$100,000, \$250,000, \$500,000 and \$1 million retention was requested. He also stated there are indications that Coregis Insurance is pulling out of the public entity business.

Sue Eckley, Workers' Compensation & Risk Management Manager, said she plans to attend the annual Public Risk Management Association (PRIMA) conference and will explore other insurance options.

ADMINISTRATIVE OFFICER REPORT

L. Proposal from Milliman USA for Actuarial Study Regarding Self Insurance of General Liability Exposure

Kerry Eagan, Chief Administrative Officer, said the City and County are negotiating renewal of Milliman USA's contract for insurance consulting services (contract expired May 31, 2004) and said the actuarial study could be tied to the renewal.

Eckley said other companies may also be interested in performing the analysis. She agreed to explore other options and will report back to the Board.

6 TERMINATION OF FAMILIES FIRST & FOREMOST'S (F³'S) RITE-TRACK MAINTENANCE AGREEMENT - Sheryl Schrepf, Families First & Foremost (F³) Director; Renee' Dozier, Families First & Foremost (F³) Associate Director

Sheryl Schrepf, Families First & Foremost (F³) Director, requested authorization to send a letter to HANDEL Information Technologies indicating reduction of the maintenance program on F³'s RiteTrack licenses, effective June 1, 2004, and termination of the maintenance program, effective July 1, 2004 (Exhibit B). She said the County will retain the licenses.

Renee' Dozier, F³ Associate Director, said the maintenance program can be reinstated within six months, without penalty.

Eagan suggested that the third sentence be revised to read: *Effective July 1, 2004, this office will no longer be utilizing the RiteTrack MIS for the ICCU component of the System of Care and hereby terminates the maintenance program for all licenses being utilized for the ICCU program.*

MOTION: Workman moved and Schorr seconded to authorize Sheryl Schrepf, Families First & Foremost (F³) Director, to send the revised letter. Workman, Stevens, Schorr, Heier and Hudkins voted aye. Motion carried.

ADMINISTRATIVE OFFICER REPORT

E. Questionable Claims:

1. PV 782-5678, dated May 24, 2004, payable to Maplewood Counseling Associates, Inc. in the amount of \$1,314.65. Payment is for services provided in May, October and December, 2003. The claim is beyond the 90 day time period.
2. PV 782-5619, dated May 14, 2004, payable to Child Guidance Center in the amount of \$592.86. Payment is for services provided in June/July 2003. Claim is beyond the 90 day time period.
3. PV 782-5645, dated May 18, 2004, payable to Family Service Association in the amount of \$20. Payment is for services provided in June, 2003. Claim is beyond the 90 day time period.

Additional information was presented regarding the claim from Child Guidance Center (Exhibit C).

Dozier recommended that the County pay the claims submitted by Maplewood Counseling Associates, Inc. and Child Guidance Center, as the providers sought payment from Medicaid and private insurance before submitting the claims to Lancaster County (Exhibit D). She said that process can take a significant amount of time.

Schrepf recommended denial of the third claim (see Exhibit D).

The Board scheduled the claims on the June 15, 2004 Board of Commissioners Meeting agenda.

Dozier distributed copies of FY2004 Domestic Per Diem Rates - Effective October 1, 2003 (Exhibit E) and requested that the County's per diem rate be increased for a conference in San Francisco, California (June 21-27, 2004).

ADDITIONS TO THE AGENDA

MOTION: Schorr moved and Workman seconded to add discussion of the per diem rate to the agenda. Heier, Schorr, Stevens and Workman voted aye. Hudkins voted no. Motion carried.

Schrepf said family members will be attending the conference, in addition to staff. She said some meals will be provided, but must be deducted from the per diem rate.

Hudkins disagreed, stating it is a flat per diem rate.

Tim Genuchi, Accounting Operations Manager for the County Clerk's Office, appeared and said not all agencies require their employees to state whether meals are provided.

Dozier said the Lancaster County Claim for Travel Expenditures form requires the claimant to provide that information.

Genuchi explained that the County can't alter its policy to change from the high/low rate to specific rates for individual cities within the calendar year. He said the Board could change the rates to pay up to the new federal high/low rate and said anything over that amount would be taxable income.

MOTION: Schorr moved to authorize a change in the per diem rate, as allowable by law.

Eagan advised against altering an existing county resolution in a Staff Meeting. **NOTE:** The resolution referred to is County Resolution R-02-0053 (In the Matter of Adopting a Policy Governing the Expenditure of Public Funds for Payment or Reimbursement of Actual and Necessary Expenses Incurred by County Elected Officials, Appointed Officials, Employees and Volunteers) which established the daily per diem rate.

The motion died for the lack of a second.

Board consensus was to schedule further discussion on the June 24, 2004 Staff Meeting agenda and to request an opinion from the County Attorney and County Clerk.

7 CORPORATE MANAGER LIQUOR APPLICATIONS - Trish Owen, Chief Deputy County Clerk; Kristy Mundt, Deputy County Attorney

Trish Owen, Chief Deputy County Clerk, said her office has received an application for corporate manager that is not related to a new liquor license.

Kristy Mundt, Deputy County Attorney, said a public hearing is not required for a corporate manager change, although that has been the practice. She suggested that it be scheduled as a New Business item and that the Board seek a recommendation from the County Sheriff.

Eagan asked Mundt to check whether it will be necessary to amend County Resolution No. R-00-148 (Procedures and Standards for Administrating Liquor License Applications in Lancaster County, Nebraska).

8 COUNTY CHANGE OF ZONE NO. 04030 AND COUNTY PRELIMINARY PLAT NO. 04015, RED CEDAR RIDGE 1ST ADDITION, SOUTH 82ND STREET AND ROCA ROAD - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, gave an overview of County Change of Zone No. 04030 and County Preliminary Plat No. 04015, Red Cedar Ridge 1st Addition, a request to create 35 lots on property at South 82nd Street and Roca Road (Exhibits F & G). He reported a recommendation of denial from Planning Staff and the Planning Commission (five to three vote), noting the application is not in conformance with the Lincoln-Lancaster County Comprehensive Plan and is shown as Agricultural (AG).

Tom Huston appeared on behalf of the applicant and said a Comprehensive Plan amendment request was filed in 2002, and was placed on pending while the three rural studies were completed. A decision was made to proceed with the application for change of zone and preliminary plat since the studies were not being implemented.

In response to a question from Heier, DeKalb said the application received a "raw score" of +41, using the proposed point system for increased density (a score of 300 or more is suggested for consideration of a change of zone).

DeKalb said rural water is proposed and said Lancaster Rural Water District #1 has approved the application.

Board consensus was to schedule discussion of rural water supply with representatives of the rural water districts that service Lancaster County.

9 PENDING LITIGATION - Kristy Mundt, Deputy County Attorney

MOTION: Schorr moved and Hudkins seconded to enter Executive Session at 10:37 a.m. for discussion of pending litigation. Hudkins, Heier, Stevens, Workman and Schorr voted aye. Motion carried.

Schorr exited the meeting.

MOTION: Workman moved and Hudkins seconded to exit Executive Session at 10:50 a.m. Hudkins, Heier, Workman and Stevens voted aye. Schorr was absent from voting. Motion carried.

Schorr returned at 10:52 a.m.

10 ACTION ITEMS

- A. Agenda Items for Joint Lincoln Public Schools (LPS)/City Council/County Board Meeting (August 2, 2004)

The following items were suggested: 1) School Resource Officers; and 2) Introduction of Susan Gourley, the new Superintendent of Schools.

- B. Designation of the Following for Federal Emergency Management Agency (FEMA) Purposes:
1. Contract Officer - Doug Ahlberg, Emergency Management Director
 2. Primary Contact - Doug Ahlberg, Emergency Management Director
 3. Alternate Contact - Gwen Thorpe, Deputy Chief Administrative Officer

MOTION: Hudkins moved and Schorr seconded approval. Hudkins, Heier, Schorr, Stevens and Workman voted aye. Motion carried.

- C. Agreement with General Excavating for Removal of Debris for County Rights-of-Way Caused by Storm of May 22, 2004 (Exhibit H)

MOTION: Workman moved and Hudkins seconded to authorize the Chair to sign the agreement, pending review by Purchasing and the County Attorney's Office. Hudkins, Heier, Schorr, Stevens and Workman voted aye. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

- A. Update on Developmental Disabilities Provider Contracts (Active Community Treatment)

Eagan will notify Jessica and Chris Nelson that the Board is looking at the issue and the procedure to terminate its contract with Active Community Treatment (ACT) (see May 20, 2004 Staff Meeting minutes).

B. Slow State Payments

Gwen Thorpe, Deputy Chief Administrative Officer, reported the following:

- Corrections - The State is being billed on a monthly basis and is paying quarterly. The State is approximately \$1.3 million in arrears, including \$507,000 from 2002 and 2003.
- Juvenile Detention Center - The State is approximately three months in arrears.
- General Assistance - Not a problem.
- Human Services - Payments are slow, due to the Medicaid process.
- Community Mental Health Center - Not a problem.

The Board asked Eagan to: 1) Research the impact of legislation (2002 Special Session) which put a cap on appropriations and set up a payment schedule for reimbursement to counties; and 2) Draft a letter to the State outlining what is owed the County and what is expected in terms of payment.

C. Visitors Promotion Advisory Committee (VPAC) Replacements

Eagan said he was notified that two of the members' terms are expiring, but has not received a recommendation regarding replacements.

D. Letter from Jim Burden Regarding County Property at Northwest 27th Street and Highway 34

Eagan said Burden has withdrawn his mowing request.

E. Questionable Claims:

1. PV 782-5678, dated May 24, 2004, payable to Maplewood Counseling Associates, Inc. in the amount of \$1,314.65. Payment is for services provided in May, October and December, 2003. The claim is beyond the 90 day time period.
2. PV 782-5619, dated May 14, 2004, payable to Child Guidance Center in the amount of \$592.86. Payment is for services provided in June/July 2003. Claim is beyond the 90 day time period.
3. PV 782-5645, dated May 18, 2004, payable to Family Service Association in the amount of \$20. Payment is for services provided in June, 2003. Claim is beyond the 90 day time period.

Item moved forward on the agenda.

F. Parking Task Force

See Item 3E.

G. County Property at 3830 Adams Street (Adams Street Center)

MOTION: Hudkins moved and Schorr seconded to ask the County Attorney's Office to begin the procedure to declare the property surplus and to indicate that the sale should not take place before September 15, 2004. Workman, Stevens, Schorr, Heier and Hudkins voted aye. Motion carried.

H. National Association of County Officials (NACo) Correspondence

Board consensus was to not join at this time, due to budget considerations. The Chair will notify the National Association of County Officials (NACo).

I. Bonds for Expansion of the Lincoln-Lancaster County Health Department

See Item 3G.

J. Building & Safety Office in Hickman, Nebraska

Eagan said office traffic has been light so a note will be posted on the door with a contact number.

Board consensus was to include the information in a news release.

K. Request for Proclamation from the National Center on Addiction and Substance Abuse at Columbia University

No action was taken on the request.

L. Proposal from Milliman USA for Actuarial Study Regarding Self Insurance of General Liability

Item moved forward on the agenda.

ADDITIONS TO THE AGENDA

A. Rural Address Signs

Schorr said a rural resident contacted her and asked to opt out of the program.

Hudkins said the signs, which will be placed in the County's right-of-way, are mandatory.

B. Commissioners Award of Excellence Funding

Stevens suggested that related costs be funded through the County Board's budget, rather than agency budgets.

Kroeker said there may be payroll implications.

Stevens suggested that funds be reserved within the County Board's budget to fund deficit appropriations directly attributable to the program.

RETURNING TO ITEM 4

B. Other Issues

Kroeker gave an overview of FY05 Budget, Adjustments to Agency Budgets (see shaded areas in Exhibit I). The following corrections were noted: 1) Assessor/Deeds - Transfer to Microcomputer Fund (\$35,000); 2) District Court - Reduce Data Processing (\$17,000); and 3) Community Corrections - (\$40,000) Add Revenue from Drug Forfeiture from County Attorney.

The Board requested the following reductions: 1) District Court - (\$3,000) for Tabletop Presenter; and 2) Corrections - (\$165,000) for Architectural Study.

The Board asked that the following items be set aside for further consideration: 1) Assessor/Deeds - Lodging, Temporary Salaries and Vehicles; and 2) Corrections - Overtime.

Schorr exited the meeting at 12:18 p.m.

MOTION: Hudkins moved and Workman seconded to approve the changes, as outlined. Hudkins, Heier, Stevens and Workman voted aye. Schorr was absent from voting. Motion carried.

General discussion regarding paid parking (Exhibit J).

MOTION: Hudkins moved and Workman seconded to hold the number of paid parking spaces to last year's allocation. Hudkins, Heier, Stevens and Workman voted aye. Schorr was absent from voting. Motion carried.

Kroeker distributed copies of Lancaster County Agricultural Society, General Fund Budget for the Fiscal Year Ending November 30, 2005 (Revised 6/8/04) (Exhibit K).

Hudkins asked Kroeker to review the capital items and to check whether the thermal well field is debt service.

RETURNING TO ITEM 10C

Eagan said it is unrealistic to ask volunteers to monitor the debris haulers. He suggested that they be classified as temporary labor supervisors and paid accordingly (\$14 per hour).

MOTION: Heier moved and Workman seconded to authorize the hiring of temporary labor supervisors to monitor debris removal . Workman, Stevens, Heier and Hudkins voted aye. Schorr was absent from voting. Motion carried.

Doug Ahlberg, Emergency Management Director, appeared and updated the Board on Hallam relief efforts.

12 ADJOURNMENT

MOTION: Workman moved and Heier seconded to adjourn the meeting at 12:37 p.m. Hudkins, Heier, Stevens and Workman voted aye. Schorr was absent from voting. Motion carried.

Bruce Medcalf
Lancaster County Clerk